

DELAWARE TRANSIT CORPORATION

POSTING NO 026-2015

POSITION VACANCY POSTING

DATE OF POSTING October 28, 2014

CLOSING DATE November 11, 2014

METHOD OF APPLICATION: Cover Letter/Resume/Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING AN EMPLOYMENT APPLICATION OR A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **November 11, 2014**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 030 JOB CODE #: 024

POSITION TITLE Planner

PAY GRADE 16 PAY RATE \_\_\_\_\_ PAY RANGE \$47,184.- \$58,980.  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Administration  
SECTION Planning

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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**SUMMARY OF POSITION:**

The Planner position operates as a part of a team of service development planners responsible for planning functions associated with the optimization of existing and new multi-modal transit services provided by the Delaware Transit Corporation. Incumbents will be asked to focus on a specific geographic area within the state, but will be expected to work jointly on projects in all geographic regions. Specific responsibilities include using service analysis data and DTC performance criteria to analyze existing service and make recommendations about allocation of resources; working with internal and Delaware Department of Transportation (DelDOT) staff to develop the Annual Service Plan; assisting in the development of alternative transit delivery systems; reviewing subdivision plans to ensure transit considerations are met; reviewing highway construction plans to determine effect on current or planned transit operations; working with other agencies, i.e. DelDOT Planning, local MPO's, cities, as multi-modal transportation plans are developed; and participating on internal committees to provide planning expertise.

**SEE MINIMUM QUALIFICATIONS ON SECOND PAGE**

**Minimum Qualifications:**

**Please address each Minimum Qualification separately.**

1. Bachelor's Degree in Urban Planning, Economics; Business, Math, Transportation Planning, Geography, Political Science or closely related field.
2. Able to determine the most efficient distribution of limited resources, think analytically, perform detailed work, and apply new ideas to solve problems.

**Applicants must be able distribute limited resources efficiently, think analytically, perform detailed work, and apply new ideas to solve problems.**

3. Able to work independently and as a team member, and to work cooperatively with customers, the general public, private and public sector management, and stakeholders even in controversial situations, handling themselves in a professional manner, in order to achieve optimal results in designing transit services that maximize resources.

**Applicants must be able to work independently and as a team member with both private and public customers and stakeholders in all situations.**

4. Knowledge of the principles of transportation and/or transit planning and capital funding; attractions and locations that generate patronage and define the markets to be served; basic statistics; measures of transit effectiveness used to assess route performance.

**Applicants must detail all knowledge of the principles of transportation and/or transit planning and capital funding.**

5. Strong verbal and written communication skills.

**Applicants must possess strong verbal and written communication skills.**

6. Must demonstrate knowledge of Word, Excel, statistical and database software, PowerPoint and Geographic Information Systems (GIS).

**Applicants must detail all knowledge of Word, Excel, statistical and database software, PowerPoint and Geographic Information Systems (GIS).**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT \_\_\_\_\_X

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address the Minimum Qualification."**